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Approved For Release 2001/08/08 : CIA-RDP78-04072R000100060012-3

Tangible Awards Scale

(Excerpt from Chapter I - Civil Service Commission - Part 32)

Cash awards, tangible benefits. A cash award may be made for an employee contribution exceeding job requirements that results in tangible benefits having a value of \$50 or more. The amount of such award shall be not less than \$15 and shall normally be based on the estimated net monetary benefits for the first full year of operation following use of the contribution. The amount of the award shall be determined in accordance with the table and other provisions of this section, unless for special reasons the head of the department determines that a different amount is justified, in which case such reasons will be documented in support of the action taken.

TABLE --- Award Scale for Tangible Benefits

Tangible Benefits	Amount of Award
\$50 - \$300	\$15
\$301 - \$10,000	\$15 for the first \$300 in benefits and \$5 for each additional \$100 or fraction thereof
\$10001 - \$20,000	\$500 for the first \$10,000 in benefits and \$5 for each additional \$200 or fraction thereof.
\$20,001 - \$100,000	\$750 for the first \$20,000 in benefits and \$5 for each additional \$1,000 or fraction thereof.
\$100,001 or more	\$1,150 for the first \$100,000 in benefits and \$5 for each additional \$5,000 or fraction thereof.

The head of the department shall not make a cash award in excess of \$5,000 in any case without prior approval of the Commission.

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GUIDE FOR DETERMINING AWARDS FOR EMPLOYEE SUGGESTIONS WITH INTANGIBLE BENEFITS

INTANGIBLES MAY ALSO BE CONSIDERED WHEN TANGIBLE SAVINGS ARE PRESENT. BECAUSE OF THE NATURE OF INTANGIBLE BENEFITS, NO GUIDE CAN BE SO CONCLUSIVE AS TO MAKE THE DETERMINATION OF APPROPRIATE AWARDS AN AUTOMATIC AND SIMPLE PROCESS. YOUR RECOMMENDATION MUST STILL BE ARRIVED AT BY THE APPLICATION OF YOUR INFORMED JUDGEMENT, WHICH SHOULD CONSIDER ALL INFLUENCING FACTORS, SUCH AS THE EXTENT AND SCOPE OF APPLICATION. SIGNIFICANCE OF THE CONTRIBUTION AND IMPORTANCE DE THE PROGRAMS AFFECTED.

F		EXTENT OF	APPLICATION		
	LIMITEO	LOCAL	EXTENOEO	BROAO	GENERAL
1	15-25**	\$ 25-50	\$ 50-75	75-150	150-250
	so- 100	100-150	150-200	200-300	300-400
	150-250	250-350	35D-450	450-600	600-750
	300-500	S00-700	700 - 1000	IDOO-ISDO	1 500 - 2 5000
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CONSID	ERABLE MODIFICATI	ON OF AN OPERATING	PRINCIPLE OR PROCEC	OURE, HIGHER POTENTIAL	- VALUE.
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**THE MINIMUM CASH AWARD OF \$15.00 FOR INTANGIBLE BENEFITS WILL NOT BE GRANTED UNLESS THE CONTRIBUTION COMPARES FAVORABLY WITH IDEAS WHICH PRODUCE AT LEAST \$50.00 WORTH OF MEASURABLE BENEFITS.

APPROPRIATE NONFINANCIAL RECOGNITION IS AVAILABLE FOR SUGGESTIONS WHICH DO NOT MEET THE STANDARDS FOR CASH AWARDS.

SUPERVISORS ARE THE KEY TO THE SUCCESS OF THE SUGGESTION PROGRAM. WE NEED YOUR WHOLEHEARTED CODPERATION IN GIVING SUGGESTIONS A PROMPT, COMPLETE AND FAIR-MINDED EVALUATION. GOOD EVALUATIONS MEAN MORE AND BETTER SUGGESTIONS, WHICH IN TURN MEAN MORE SAVINGS -- IN MONEY, IN TIME, IN INCREASED EFFICIENCY OF OPERATION.

Appro		8/08: GIA RDP78-04072R0/ EVALUATION REPORT	0010000012 0
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	ete thia form in detail to hia suggestion. Retain th		Committee in making a final det
1. ACTION RECOMMENDED	ADOPT DECLINE	OTHER (Specify):	
2. REASONS FOR RECOMME	NDATION (If more space	is needed, use plain paper)
3. TANGIBLE FIRST-YEAR	SAVINGS (Man-hours, mat	erial, equipment, etc.)	
A INTANCIDIE DENECITS	(See guide on reverse s	ide of third copy)	
THIANGIBLE BENEFITS			
5. WHAT OTHER OFFICES	DIVISIONS, ETC. MIGHT A	LSO USE THIS IDEA?	
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: SIG	NATURE OF EVALUATOR (Type i	name and title)	

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